

## Authorization to Submit Annual Employee Wage and Tax Statements Via File Transfer Protocol


**1. Name, address and Kentucky withholding tax account number of person, organization or firm requesting File Transfer Protocol (FTP)**

Business Name \_\_\_\_\_ FEIN\* \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

**2. Name, title and telephone number of contact person**

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Title \_\_\_\_\_ E-mail Address\*\* \_\_\_\_\_

**3. Estimated number of employees to be reported via FTP \_\_\_\_\_**
**4. Identification of the type of equipment: CPU \_\_\_\_\_ RAM \_\_\_\_\_**

Operating System \_\_\_\_\_ Internet Browser \_\_\_\_\_

 Does your office have a Firewall? ☐ Yes ☐ No

What kind of E-mail network are you connecting through? \_\_\_\_\_

**5. Have you received and installed the KRC-provided FTP Program from our Web site? ☐ Yes ☐ No**

 The address is <http://revenue.state.ky.us/ftpsoftware.htm>

 \_\_\_\_\_  
Signature of Person Completing Authorization

 \_\_\_\_\_  
Date

*Please submit the request to:*

 Kentucky Revenue Cabinet  
Withholding Tax Section  
P.O. Box 181, Station 57  
Frankfort, KY 40602-0181

*\*If more than one FEIN is involved, please use the FEIN of the submitting/transmitting entity.*

*\*\*This gives KRC permission to confirm the FTP status to the employer using the confidential e-mail address provided on the form.*

**Please Note:** It is important to get your system/network administrator involved immediately to ensure that you have the proper FTP capabilities. KRC provides software, but there are often limitations in your system or network. Please work with your system/network administrator early to ensure your success!